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ST. CROIX VALLEY EMPLOYERS ASSOCIATION, INC.

Invite you to the New Richmond LABOR LAW CLINIC!

- March 29, 2005 (Tuesday)
- 8:30 a.m. - 3:30 p.m.
- WITC – Cashman Conf. Center
- New Richmond, WI

Here's What's on the Program:	8:30 a.m. - (<i>sharp</i>) KICKOFF 8:45 a.m. - " <u>Deciding Who is Eligible for UI Benefits</u> " - <i>Gretchen Wendt</i> 10:00 a.m. - Break/Individual Questions Time 10:15 a.m. - " <u>How to Conduct a Labor Standards Self Audit</u> " – <i>Bob Anderson</i> 11:45 a.m. - Lunch (Included in registration fee) 12:30 p.m. - " <u>Workplace Harassment</u> " <i>Mark Robarge</i> 1:45 p.m. - Break/Individual Questions Time 2:00 p.m. - " <u>Understanding the Principles of Worker's Compensation Law</u> " – <i>Jim O'Malley</i>
Time?	Doors open at 8:00 a.m. Program begins at 8:30 a.m. Lunch is at 11:45 a.m.
What's the Cost?	\$77 per person. Substitutions allowed. PRICE INCLUDES: continental breakfast items upon arrival (juice, coffee, and rolls), refreshments at breaks, and lunch; handouts for all presentations on the agenda, plus other DWD handouts.
Site?	Wisconsin Indianhead Technical College - Cashman Conference Center , 1019 South Knowles Avenue, New Richmond, WI 54017
Here's How To Register	Complete and return the form that appears below. Seating is limited so early advance registration is recommended. No discounts available for multiple reservations, missed meals, etc. Note: Last day for refunds or cancellations is March 22, 2005. Registrations not cancelled by this date shall be subject to full payment of the registration fee. Contact St. Croix Valley Employers Association at (715) 246-5016 if you wish to confirm that your registration was received or to cancel. Please keep all of the above information for future reference and return only the reservation form below.

Please reserve _____ seats at the **NEW RICHMOND Labor Law Clinic** at **\$77 each** for a total of \$_____.
(Enclose full payment if paying by check or money order. Make checks to: **St. Croix Valley Employers Ass'n.**)

Name(s) 1. _____ 3. _____
2. _____ 4. _____

Company/firm Name _____

St. Address (P.O. Box) _____

City _____ State _____ Zip _____ Phone _____

TO REGISTER: Mail this form to: **St. Croix Valley Employers Ass'n., 1019 S. Knowles, P.O. Box 186, New Richmond, WI 54017-0186** OR Fax to **St. Croix Valley Employers Ass'n.** at (715) 246-2777 and mail payment separately to the address shown above. **Choose only ONE reservation method.**

HERE'S WHAT WE'LL COVER!

8:45 a.m. “Deciding Who is Eligible for UI Benefits” Provides an overview of how benefit eligibility is calculated, employer liability, and some of the primary issues which can affect benefit payment. Among the topics discussed are discharges, quits, offers of work, work available, and how the terms “able to work” and “available for work” are defined by UI.

10:15 a.m. “How to Conduct a Labor Standards Self Audit” Explains how employers can conduct a “self-audit” to assess their current compliance with various state labor standards laws. Includes information about the Labor Standards Bureau’s wage claims process and audits, including potential penalties that can be assessed against employers. Other topics covered include an explanation of time and payroll record-keeping requirements of state law and suggestions as to how employers should document their fringe benefit, work rules and disciplinary action policies.

12:30 p.m. “Workplace Harassment” Provides information about harassment under the Wisconsin Fair Employment Law. Includes sexual harassment and harassment based on other characteristics such as race, color, national origin and sexual orientation. Speakers use case law to illustrate concepts. Emphasizes the importance of strong company policies prohibiting unlawful harassment, as well as suggestions for handling and investigating complaints.

2:00 p.m. “Understanding the Principles of Worker’s Compensation Law” Focuses on two basic areas: 1) an overview of the key principles which underlie the WC system; 2) practical, useful ideas for employers to implement in handling WC claims. Practical advice is given on receiving employee accident reports, communicating with insurance carriers, investigating reports of work injuries, and steps to follow when presenting evidence on behalf of employers at hearings.

HERE ARE YOUR PRESENTERS!

GRETCHEN WENDT has been with the Unemployment Insurance Division since 1993. She has worked as an adjudicator and is currently employed by the division as a Disputed Claims Analyst. In that capacity she helps develop the laws and policies for Unemployment Insurance, trains and evaluates adjudicators, provides technical assistance on more complex claims, acts as an expert witness in UI appeals hearings, and responds to inquiries from employers, claimants and the legislature. She is a 1992 graduate of the University of Wisconsin-Madison with a BA degree in Communication Arts - Radio, Television and Film

ROBERT ANDERSON has been with the Department since 1975 and had been the state's labor standards audit and wage claim section chief since 1978. He also has been an equal rights field investigator for two years. Currently, he is the Director of the Labor Standards Bureau of the Equal Rights Division. He is a 1970 graduate of the University of Wisconsin-Oshkosh.

MARK ROBARGE has been an investigator with the Civil Rights Bureau of the Equal Rights Division since 1996. Since starting with Equal Rights, he has conducted investigations out of the Division’s Eau Claire field office. Mark has been employed by the Department since 1989, spending his first seven years with Job Service in Taylor County. He is a 1980 graduate of the University of Minnesota.

JIM O'MALLEY Jim is the Director of the Bureau of Legal Services of the Worker's Compensation Division. He had served as an Administrative Law Judge with the Worker's Compensation Division since July 1984 and since October 1989 as a section chief. He earlier was an Unemployment Insurance Administrative Law Judge, from November 1976 to July 1984. He also served as a member of the Executive Committee of the International Association of Industrial Accident Boards and Commissions from 1991-93. He is a 1972 graduate of the University of Wisconsin-LaCrosse and received his law degree from St. Mary's University in 1975.

IS THIS YOUR FIRST CLINIC?

THIS DAYLONG CLINIC will include speakers from the Unemployment Insurance, Equal Rights, and Worker's Compensation Divisions with detailed information and practical guidance to help employers avoid violating state laws and rules in the topic areas on the Clinic agenda. This educational program contains information that will help employers prepare for state agency hearings and other administrative proceedings, if they become necessary.

YOU'LL ALSO GET the latest information about any recent developments in court cases affecting these topics. You'll have lots of opportunities to ask questions of the experts who administer the laws and programs. And we'll have DWD literature to help you during and after the Clinic with these and other DWD-administered programs.

THIS CLINIC IS DESIGNED TO BE OF MOST HELP to persons needing an initial orientation to these topics or who wish to reconfirm their understanding of the basics. It also is designed for those who have specific questions to ask the speakers about the basic or more complex aspects of the programs.

THE WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT does not discriminate on the basis of disability in the provision of services or in employment. If you need assistance in using this service, please contact us. Deaf, hearing- or speech-impaired callers may reach us through the Wis. Telecommunication Relay System (WisTRS). A schedule of **future labor law clinics** can be viewed on the Department of Workforce Development website at <http://dwd.wisconsin.gov/laborlaw/>